

ARCS 2 Process:	ARCS-2 INTEGRATION MINIPLAN PROCESS	PRCS(MINIPLAN)- 006.000
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The following MiniPlan process has been established for ARCS Instrument Integration:

Create MiniPlan. [PLN(TWP)-014.000] (1) The goal is to plan the actions required to integrate instruments and systems into an ARCS at ATSS. Timely tests and integration into systems are necessary to support the Deployment schedule. (2) Identify the actions needed to test each Instrument in an AIS stand-alone mode and as part of the integrated ARCS with deliverable and data. TWPPPO will track the status of MiniPlans through its processing with an "ARCS-2 Instrument MiniPlan status" matrix [RPT(MiniPlan)-001.000]. (3) Write the MiniPlan. Acceptance Gates 5 and 6 are to be included as actions required, as well as any outstanding Action Items. (4) The ATSS Manager is to review and revise the Draft as needed, and add schedule dates. TWPPPO and ATSS negotiation resulted in agreement on MiniPlans which define collective actions to achieve the goal for each instrument and an agreed-to schedule for each action. (5) TWPPPO then issues the ATSSapproved Instrument Integration MiniPlan to the TWP web site.

Obtain Data. [PLN(TWP)-015.000] The owner and other interested individuals retrieve the Integration MiniPlan from the web site for reference and guidance to complete integration on schedule. TWPPPO will provide the mentor with the documents and materials needed to complete each action (e.g., procedures or documents)

Use Mini Plan. [PLN(TWP)-016.000] The owner executes the MiniPlans. Issues or recommended improvements are sent to TWPPPO via Fax or WWW form.

Update Status. Status of performance to plan will be obtained weekly via TWPPPO initiated telephone calls. Non routine input may occur at any time by anyone via telephone, cc mail, fax, or face-to-face meetings. Status data includes milestone progress, completion(s) / date(s), new or unexpected developments with potential impact to schedule, quality or cost, and new programmatic or scientific issues. TWPPPO will update and re-release the MiniPlan to the web site.

Report Status. TWPPPO will also issue a weekly summary report, which will identify latest status, variance to plan, schedule changes, and threats to achieving the Mini Plan. A problem adversely affecting intermediate schedules will result in a TWP-wide alert. Problems which threaten the ARCS Deployment schedule will result in an ARM-wide alert.

Change Control. [PLN(TWP)-017.000] Integration problems which cannot be solved by AIS personnel and / or the instrument mentor will be reported to TWPPPO. Problem resolution will be coordinated by TWPPPO, with recommended corrective actions solicited from team members. Problem solutions improvement recommendations and lessons learned will be evaluated by TWPPPO for implementation as the earliest possible date via the Action Item or Baseline Change Request systems.

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